



DEPARTMENT OF TRANSPORTATION AND DEVELOPMENT
INTRADEPARTMENTAL CORRESPONDENCE

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Memorandum

To: Michael Bridges
Undersecretary

From: Susan Pellegrin *SP*
Human Resources Director

Subject: SCHR Recommendations

Date: November 24, 2008

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The following is a summary of actions recommended by the SCHR at its November 18, 2008 meeting:

1. The HR Section to proceed with researching critical retention areas as identified by the SCHR on the Quarterly Turnover & Pay Report. HR will present in more detail at the December SCHR meeting, if necessary.
2. To deny the Bridge Maintenance Section's request to establish an Engineer 6 DCL (TS 317) and Engineer 4 (TS 314) for Terrorism Combat, an Engineer 5 DOTD (TS 315) for Electrical and Mechanical Maintenance, an Engineer 5 DOTD (TS 315) for Marine Operations and Maintenance, and an Administrative Program Specialist A (AS 613). The SCHR, however, recommended approving the Section's request for a new Engineer 6 DOTD (TS 317) and a new Engineer 4 (TS 314) to follow through on bridge inspection findings.
3. To approve the Truck Permits Section's request to adjust the salary of Tina Pietri, Transportation Permits Specialist 3 (AS 610), based upon the salary of lower-level Transportation Permits Specialists who make more than Ms. Pietri due to 10% pay adjustments granted upon attainment of permanent status. The adjustment would be 9.12%, and would make Ms. Pietri's salary \$1 higher than a lower-level employee whose salary has caused disparity with Ms. Pietri.
4. To deny the Bridge City District's request to grant Tyrell Reinhardt, Engineering Technician 4 (TS 310), a base pay adjustment up to the 1st Quartile of the ET 4 pay range, based upon a 6.5(g) hiring rate for Ernest Bergeron, Engineering Technician 4 (TS 310), in the same Gang.
5. To amend PPM #52, DOTD Pay Policy, to reflect a new process for reviewing and recommending special hiring rates under Civil Service Rule 6.5(g).
6. To amend PPM #49, DOTD Employee Recognition Program, to incorporate changes recently approved by the Executive Committee and to eliminate cash awards for employees serving as safety coordinators.

RECOMMENDED FOR APPROVAL _____ DATE _____

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APPROVED *[Signature]* 11-25-08
DATE _____

SCHR Memorandum

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Your favorable approval of the above recommendations will be appreciated. Should you have any questions, please contact me.

Attachment